

Product-receiving FAQ's

What do I do when I receive a shipment?

When you receive a shipment, you need to acknowledge receipt. The first step is to find out whether the purchase was processed by VITA or by Northrop Grumman. To do this, check the suffix on the PO number. Suffixes ending in “-4000” indicate the purchase was processed by VITA, and “-7250” indicates it was processed by Northrop Grumman. If the purchase was processed by VITA, go through eVA to complete your receipt acknowledgement. If the purchase was processed by Northrop Grumman, send the packing slip to: EMAIL Terrence.Milo@ngc.com; or FAX (703) 995-4401 or (804) 371-2192.

How can I track my shipments?

Shipments can be tracked by accessing the SharePoint site at <https://wss.vita.virginia.gov/pmo/pmodashboard/scd/CM/Procurement/PRAdmin/default.aspx> (please note, this address may change on or about 6/30/07). In order to access the site, you need a DITLAN or COV account. If you don't yet have one, or if you're unsure, contact the VITA Customer Care Center (VCCC) at vccc@vita.virginia.gov; or 804-786-3932 or 866-637-8482.

Is there a plan to shift to central receiving for IT goods?

In the next few months, Northrop Grumman plans to begin receiving IT goods purchased by Northrop Grumman at a central receiving site. This change will relieve the agencies of the responsibility for receiving these goods. Additional details will be provided prior to implementing this new process.

How do I know if a procurement is incremental to our agency's rate?

Once a procurement request (PR) is entered into eVA, the business reviewer will price the solution. At the time that the AITR approves the PR, the cost shown is what the agency will be charged. If the cost is \$0, that indicates it's included in the standard rate. Any amount other than \$0 indicates that it's incremental to the standard.

What is the “watcher” role in eVA and how do you set it up?

In eVA, a “watcher” can be designated by the agency to view all procurements for that agency. Although this role cannot be limited to IT procurements, it can be limited to a particular workflow. To set up “watcher” role(s), contact the eVA security officer for your agency or contact the Department of General Services (DGS) account representative.

Do AITRs receive special notification when there's an IT purchase order?

Yes, AITRs, and/or their designees, are now receiving e-mails from VITA Supply Chain Management (SCM) when a purchase order is complete. Previously, the person making the order was the only one to receive the e-mail.